

**GOVERNMENT INFORMATION SPECIALIST
GS-0306-09**

POSITION SUMMARY:

As a Government Information Specialist you will:

- Review, analyze and research the Agency's information assets for response to information requests of a simple nature;
 - Assist with making release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management;
 - Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law;
 - Implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information.
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MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Review, analyze and research the Agency's information assets for response to information requests of a simple nature. Determine the nature of information requested and proper source of that information. Maintain a current working knowledge of US Codes and pertinent court cases to measure the impact of these decisions upon release determinations. Participate in negotiations with requesters, with senior specialists, Office of General Counsel and other counsel, in the decision-making process utilized to set priorities for release of specific information. Contact or refer requester to appropriate staff or agencies when requests pertain to information not managed by the program office or for which the agency is not the release authority, ensuring efficient interchange, coordination and dissemination of information. Secure and return records to the appropriate repositories, archives, or record center upon completion of action. Giving consideration to acceptable constraints, ensure that all requests are answered within the time-frame prescribed by law.

DUTY 2

25%

Assist with making release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management. Coordinate with Office of General Counsel, FOIA and Privacy Act officers, or Federal records liaison officers to determine which information is appropriate for release. Work with senior specialists to prepare written responses to requester determining the official position of the Agency with respects to the release, non-release or partial release of documents. Serve as a liaison to external and internal customers and recipients to clarify and resolve simple issues. Conduct research on applicable case law, federal

regulations on requests to resolve these issues. Advise requesters of their appeal rights and reasons for denial of files or specific information. Coordinate appeals of denials with the Office of General Counsel.

DUTY 3

25%

Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law. Use information technology, such as computers, in administering, and managing information, as well as for a wide variety of record keeping, correspondence, and tracking operations throughout the government information management lifecycle. Input, delete, retrieve, manipulate, and correct information in automated databases or electronic records. Use manual or automatic techniques to redact information from the personnel related documents withheld under the provisions of the relevant policies, regulations, and statutes. Provide input to and ensure that published System of Records notices are adhered to. This includes the record maintenance format, file arrangement, safeguards against authorized and unauthorized access, and portions of files exempt from review and/or release.

DUTY 4

25%

Implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information. Conduct analyses of new and proposed legislation and regulations to determine the impact on program operations. Establish procedures to ensure timely notification if a privacy breach occurs. Maintain an awareness of case law, court decisions, and precedents related to access of agency records. Provide information to employees and managers with regards to the law, and timely and accurate processing of disclosure requests. Provide guidance on Federal privacy policy, processes and information management. Provide information to the public on how to make a request to access government information.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

- 1) Skill in applying government information management laws, regulations, principles and policies to assignments involving the release of information to the public;
- 2) Knowledge of the Freedom of Information Act and the Privacy Act;
- 3) Skill in written communication;
- 4) Skill in oral communication;
- 5) Skill in managing information through the use of information technology;

- 6) Knowledge of Federal and Agency records management systems, regulations, principles and policies;
 - 7) Skill in conducting analyses of legislation and regulations to determine impact on program operations;
 - 8) Ability to establish procedures to ensure timely notification of privacy breaches.
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FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-6 (950 points)

Knowledge of government information management laws, regulations, principles and policies, such as Freedom of Information Act and/or Privacy Act, applicable to a wide range of assignments involving the release of information to the public sufficient to establish, disseminate, and/or manage government information. Knowledge of Federal and Agency records management systems, regulations, principles and policies.

Factor 2 - Supervisory Controls

Level 2-3 (275 points)

The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes and sets deadlines for completing the work. The employee plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects.

The supervisor provides assistance on controversial issues or on issues for which precedent are not available. Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the task or project.

Factor 3 - Guidelines

Level 3-3 (275 points)

Guidelines are general guidance, directives, and agency policies. Employee is required to use judgment to choose, interpret, or adapt available guidelines to specific issues. The guides are frequently inadequate in dealing with the more complex and unusual problems.

Factor 4 - Complexity

Level 4-3 (150 points)

The work involves dealing with problems and relationships of a procedural nature rather than the substance of work operations and/or issues. Projects usually take place within organization with related functions and objectives. The employee uses established analytical techniques to gather narrative or statistical information to manage the collection, maintenance, and dissemination of government information.

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The purpose of the work is to perform routine assignments. The work involves identifying, analyzing, and making recommendations to revolve conventional problems. Recommendations form the basis for management decision affecting the efficiency and economy of operations internal to the organization. Work may involve developing

detailed procedures and guidelines to supplement established regulations or program guidance.

Factors 6/7 - Personal Contacts/Purpose of Contacts Levels 3b (110 points)

Contacts include persons outside or from within the agency which may include consultants, contractors, or other program officials in a moderately unstructured setting and or occur on an ad-hoc basis. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships. The employee forms working partnerships with other agency offices and regional offices to ensure that the data preserved, collected, produced and safeguarded is complete. The employee exemplifies excellent communication and liaising skill sets and often forms and maintains these working partnerships on their own initiative and volition.

Purpose of contacts is to collect and exchange information, research problems and plan and coordinate work assignments.

Factor 8 - Physical Demands Level 8-1 (5 points)

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

Factor 9 - Work Environment Level 9-1 (5 points)

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 1920

GS-09 Grade Range: 1855-2100

Position Risk Designation:

**GOVERNMENT INFORMATION SPECIALIST
GS-0306-11**

POSITION SUMMARY:

As a Government Information Specialist you will:

- Review, analyze and research the Agency's information assets for response to information requests of a simple and complex nature;
 - Make release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management;
 - Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law;
 - Develop, implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information.
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MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Review, analyze and research the Agency's information assets for response to information requests of a simple and complex nature. Determine the nature of information requested and proper source of that information. Research problem areas, identify legal issues, and conduct analysis to determine whether there is any basis to assert an exemption to disclosure. Maintain a current working knowledge of US Codes and pertinent court cases to measure the impact of these decisions upon release determinations. Negotiate with requesters, in partnership with Office of General Counsel and other counsel, in the decision making process utilized to set priorities for release of specific information. May serve as a subject matter expert to explain in detail the process as to how information assets are preserved, collected, produced, and safeguarded in the Agency. Contact or refer requester to appropriate staff or agencies when requests pertain to information not managed by the program office or for which the agency is not the release authority, ensuring efficient interchange, coordination and dissemination of information. Secure and return records to the appropriate repositories, archives, or record center upon completion of action. Giving consideration to acceptable constraints, ensure that all requests are answered within the time-frame prescribed by law.

DUTY 2

25%

Make release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management. Coordinate with Office of General Counsel, FOIA and Privacy Act officers, or Federal records liaison officers to determine which information is appropriate for release. Prepare written responses to

requester determining the official position of the Agency with respects to the release, non-release or partial release of documents. Serve as a liaison to external and internal customers and recipients to clarify and resolve issues. Conduct research on applicable case law, federal regulations on requests to resolve these issues. Advise requesters of their appeal rights and reasons for denial of files or specific information. Coordinate appeals of denials with the Office of General Counsel. Investigate complaints and inquiries alleging violations of federal information management statutes. Interview parties, review documents pertaining to agency or institution policy and practices and analyze data to prepare findings.

DUTY 3

25%

Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law. Use information technology, such as computers, in administering, and managing information, as well as for a wide variety of record keeping, correspondence, and tracking operations throughout the government information management lifecycle. Input, delete, retrieve, manipulate, and correct information in automated databases or electronic records and develop, design and produce a wide variety of reports to increase efficiencies and effectiveness in processing requests from beginning to end. Use manual or automatic techniques to redact information from the personnel related documents withheld under the provisions of the relevant policies, regulations, and statutes. Provide input to and ensure that published System of Records notices are adhered to. This includes the record maintenance format, file arrangement, safeguards against authorized and unauthorized access, and portions of files exempt from review and/or release.

DUTY 4

25%

Develop, implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information. Conduct analyses of new and proposed legislation and regulations to determine the impact on program operations and make recommendations on policy and procedure revisions to ensure compliance with current regulations. Establish procedures to ensure timely notification if a privacy breach occurs. Maintain an awareness of case law, court decisions, and precedents related to access of agency records. Conduct trainings and perform subject matter briefings to employees and managers with regards to the law, and timely and accurate processing of disclosure requests. Provide guidance and advice on Federal privacy policy, processes and information management. Provide information to the public on how to make a request to access government information.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

- 1) Skill in applying government information management laws, regulations, principles and policies to assignments involving the release of information to the public;
 - 2) Knowledge of the Freedom of Information Act and the Privacy Act;
 - 3) Skill in written communication;
 - 4) Skill in oral communication;
 - 5) Skill in managing information through the use of information technology;
 - 6) Knowledge of Federal and Agency records management systems, regulations, principles and policies;
 - 7) Skill in conducting analyses of legislation and regulations to determine impact on program operations;
 - 8) Ability to establish procedures to ensure timely notification of privacy breaches.
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FACTOR LEVEL DESCRIPTIONS:**Factor 1 - Knowledge Required by the Position****Level 1-7 (1250 points)**

Knowledge of government information management laws, regulations, principles and policies, such as Freedom of Information Act and/or Privacy Act, applicable to a wide range of assignments involving the release of information to the public sufficient to establish, disseminate, and/or manage government information. Knowledge of Federal and Agency records management systems, regulations, principles and policies. Knowledge is applied in developing new or modified work methods to collect, manage, disseminate and maintain government information and data.

Factor 2 - Supervisory Controls**Level 2-4 (450 points)**

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, and interpreting policy on own initiative in terms of feasibility, compatibility with other work, or effectiveness in meeting requirement or expected results.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines**Level 3-3 (275 points)**

Guidelines are general guidance, directives, and agency policies. Employee is required to use judgment to choose, interpret, or adapt available guidelines to specific issues. The guides are frequently inadequate in dealing with the more complex and unusual

problems.

Factor 4 - Complexity

Level 4-4 (225 points)

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems related to Government information management. The employee decides what needs to be done by evaluating unusual circumstances, considering different approaches, and dealing with incomplete and conflicting data. The employee uses judgment and originality by interpreting data, planning the work, and refining the methods and techniques being used.

Factor 5 - Scope and Effect

Level 5-3 (150 points)

The purpose of the work is to perform routine assignments. The work involves identifying, analyzing, and making recommendations to revolve conventional problems. Recommendations form the basis for management decision affecting the efficiency and economy of operations internal to the organization. Work may involve developing detailed procedures and guidelines to supplement established regulations or program guidance.

Factors 6/7 - Personal Contacts/Purpose of Contacts Levels 3C (180 points)

Contacts include persons outside or from within the agency which may include consultants, contractors, or other program officials in a moderately unstructured setting and/or occur on an ad-hoc basis. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships. The employee forms working partnerships with other agency offices and regional offices to ensure that the data preserved, collected, produced and safeguarded is complete. The employee exemplifies excellent communication and liaising skill sets and often forms and maintains these working partnerships on their own initiative and volition.

Purpose of contacts is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

Factor 9 - Work Environment

Level 9-1 (5 points)

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 2540
GS-11 Grade Range: 2355-2750

Position Risk Designation:

**GOVERNMENT INFORMATION SPECIALIST
GS-0306-12**

POSITION SUMMARY:

As a Government Information Specialist you will:

- Review, analyze and research the Agency's information assets for response to information requests of a simple and complex nature;
 - Make release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management;
 - Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law;
 - Develop, implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information.
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MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

25%

Review, analyze and research the Agency's information assets for response to information requests of a simple and complex nature. Determine the nature of information requested and proper source of that information. Research problem areas, identify legal issues, and conduct analysis to determine whether there is any basis to assert an exemption to disclosure. Maintain a current working knowledge of US Codes and pertinent court cases to measure the impact of these decisions upon release determinations. Negotiate with requesters, in partnership with Office of General Counsel and other counsel, in the decision making process utilized to set priorities for release of specific information. May serve as a subject matter expert to explain in detail the process as to how information assets are preserved, collected, produced, and safeguarded in the Agency. Contact or refer requester to appropriate staff or agencies when requests pertain to information not managed by the program office or for which the agency is not the release authority, ensuring efficient interchange, coordination and dissemination of information. Secure and return records to the appropriate repositories, archives, or record center upon completion of action. Giving consideration to acceptable constraints, ensure that all requests are answered within the time-frame prescribed by law.

DUTY 2

25%

Make release determinations to grant or deny official requests for information and prepare responses to requesters and Agency management. Coordinate with Office of General Counsel, FOIA and Privacy Act officers, or Federal records liaison officers to determine which information is appropriate for release. Prepare written responses to

requester determining the official position of the Agency with respects to the release, non-release or partial release of documents. Serve as a liaison to external and internal customers and recipients to clarify and resolve issues. Conduct research on applicable case law, federal regulations on requests to resolve these issues. Advise requesters of their appeal rights and reasons for denial of files or specific information. Coordinate appeals of denials with the Office of General Counsel. Investigate complaints and inquiries alleging violations of federal information management statutes. Interview parties, review documents pertaining to agency or institution policy and practices and analyze data to prepare findings.

DUTY 3

25%

Ensure personal information and data is collected, maintained, used, or disseminated only as authorized by law. Use information technology, such as computers, in administering, and managing information, as well as for a wide variety of record keeping, correspondence, and tracking operations throughout the government information management lifecycle. Input, delete, retrieve, manipulate, and correct information in automated databases or electronic records and develop, design and produce a wide variety of reports to increase efficiencies and effectiveness in processing requests from beginning to end. Use manual or automatic techniques to redact information from the personnel related documents withheld under the provisions of the relevant policies, regulations, and statutes. Provide input to and ensure that published System of Records notices are adhered to. This includes the record maintenance format, file arrangement, safeguards against authorized and unauthorized access, and portions of files exempt from review and/or release.

DUTY 4

25%

Develop, implement and/or distribute written privacy policies and procedures that promote commitment to privacy and access to information. Conduct analyses of new and proposed legislation and regulations to determine the impact on program operations and make recommendations on policy and procedure revisions to ensure compliance with current regulations. Establish procedures to ensure timely notification if a privacy breach occurs. Maintain an awareness of case law, court decisions, and precedents related to access of agency records. Conduct trainings and perform subject matter briefings to employees and managers with regards to the law, and timely and accurate processing of disclosure requests. Provide guidance and advice on Federal privacy policy, processes and information management. Provide information to the public on how to make a request to access government information.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

- 1) Skill in applying government information management laws, regulations, principles and policies to assignments involving the release of information to the public;
 - 2) Knowledge of the Freedom of Information Act and the Privacy Act;
 - 3) Skill in written communication;
 - 4) Skill in oral communication;
 - 5) Skill in managing information through the use of information technology;
 - 6) Knowledge of Federal and Agency records management systems, regulations, principles and policies;
 - 7) Skill in conducting analyses of legislation and regulations to determine impact on program operations;
 - 8) Ability to establish procedures to ensure timely notification of privacy breaches.
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FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-7 (1250 points)

Knowledge of government information management laws, regulations, principles and policies, such as Freedom of Information Act and/or Privacy Act, applicable to a wide range of assignments involving the release of information to the public sufficient to establish, disseminate, and/or manage government information. Knowledge of Federal and Agency records management systems, regulations, principles and policies. Knowledge is applied in developing new or modified work methods to collect, manage, disseminate and maintain government information and data.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, and interpreting policy on own initiative in terms of feasibility, compatibility with other work, or effectiveness in meeting requirement or expected results.

The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines are general guidance, directives, and agency policies. Employee is required

to use judgment to determine areas that need development and/or study, and ingenuity to devise and plan projects to investigate areas and carry out the work. The employee is responsible for developing and interpreting agency guidelines and uses considerable judgment to determine needed revisions and additions to the guides.

Factor 4 - Complexity

Level 4-4 (225 points)

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems related to Government information management. The employee decides what needs to be done by evaluating unusual circumstances, considering different approaches, and dealing with incomplete and conflicting data. The employee uses judgment and originality by interpreting data, planning the work, and refining the methods and techniques being used.

Factor 5 - Scope and Effect

Level 5-4 (225 points)

The purpose of the work is to effectively and efficiently collect, maintain, use and/or disseminate government information. Work involves identifying, analyzing and making recommendations to resolve complex problems. The incumbent advises on changes to program administration or recommends policies that authoritatively form the basis for management decisions affecting the efficiency and economy of operations. Work contributes to optimum organization functions. Work affects the plans, goals and effectiveness of programs at various locations within the Agency.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3C (180 points)

Contacts include persons outside or from within the agency which may include consultants, contractors, or other program officials in a moderately unstructured setting and/or occur on an ad-hoc basis. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships. The employee forms working partnerships with other agency offices and regional offices to ensure that the data preserved, collected, produced and safeguarded is complete. The employee exemplifies excellent communication and liaising skill sets and often forms and maintains these working partnerships on their own initiative and volition.

Purpose of the contacts is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

Factor 9 - Work Environment**Level 9-1 (5 points)**

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 2790**GS-12 Grade Range: 2755-3150**

Position Risk Designation:
